

## **Town of Waukesha Staff Meeting**

**NOTICE IS HEREBY GIVEN** that all members of the Waukesha Town Board will attend a meeting with the Town of Waukesha Staff; which may include Department of Public Works, Fire Chief, Zoning Department, Engineer, and Attorney  
**Friday, October 22, 2010** beginning at 9:30 a.m.  
Meeting will be held at the WAUKESHA TOWN HALL  
W250S3567 Center Road, Waukesha, Wisconsin

1. Department of Public Works
  - \* Update on current and pending jobs
  - \* Review of communication flow of work, complaints, process
  - \* Review of Veolia issues
2. Town Board
  - \* Update on West Bypass
  - \* Review any complaint issues filed; discussion of process including resolutions
  - \* Further review of communication flow and processes
  - \* Update of 5 Diamonds and Pre-Construction meeting
  - \* Review Wellhead Ordinance
  - \* Review of non-compliance issues
  - \* Review of Recodification/Planning process
  - \* Review of grants
  - \* Review of generator
  - \* Review of Plat of Survey
3. Fire Chief
  - \* Review of sign installation
  - \* Review address signs
  - \* Update on copy machine
4. Clerk/Treasurer
  - \* Review newsletter process
  - \* Review of Town's CD's and maturity dates
  - \* Review of Time Card procedures
  - \* Review of Clerk's office process
  - \* Review of CPA/Audit

Respectfully Submitted,

Jamie Salentine, Clerk/Treasurer  
October 19, 2010

**NOTE:** This Staff Meeting is for the purpose of information gathering only. **A majority of Plan Commission members may be present at this meeting.**

Fax/Email: Media: Journal/Sentinel @ 650.0275/Freeman @ 542.8259  
Email: Attorney, Fire Chief, Zoning, Engineer (as needed), Plan Commission and Town Board  
Copied: Department of Public Works  
Posted: Via Email to Constable  
Upload to Website: townofwaukesha.us